

Security Information

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FEB 20 1962

THRU : Chief, Procurement and Supply Office
: Organisation and Methods Division
: Deputy Comptroller

Real Estate and Construction Accountability Procedure

1. Reference is made to your memorandum dated 19 January 1962 to the Deputy Director (Administration) covering the subject of real estate and construction accountability procedure. This office concurs in the procedure subject to re-writing sub-paragraph B. of [] of the Confidential Funds Regulations in order to recognize the responsibilities of the Office of the Comptroller for the technical supervision of the accounting aspects of the control of property. It is suggested that the proposed revision of this paragraph be changed to read substantially as follows:

"Property accountability for supplies, equipment, and real estate procured with confidential funds is the responsibility of the Chief, Logistics Office, subject to coordination and technical supervision by the Comptroller as it pertains to the aspects of financial and accounting control. The responsibility for prescribing the property accountability procedures is placed with the Chief, Logistics Office, subject to satisfying the requirements of property financial and accounting control as prescribed by the Comptroller. Prior to adoption of the procedures and methods to be utilized in effecting property accountability, they will be coordinated with other interested offices of the DD/A, and the office of the Deputy Director (Plans) - Administration for consideration of security factors where clandestine activities are involved."

The above suggested wording is consistent with the staff study dated 8 October 1961 concurred in by the Steering Committee which recognizes the responsibilities of PASO and the Office of the Comptroller as they relate to the subject of accountability for supplies and equipment.

2. The following comments although they in no way are intended to affect or restrict the concurrence contained in the preceding paragraph, are submitted for your consideration at such time as the subject forms are printed and the procedures relating to real estate and construction accountability are formally issued as a part of CIA Regulation [] Procurement and Supply Manual.

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A. It would seem appropriate that the domestic and foreign real property reports (Tab A) be made uniform in format presentation and that each like item be given the

CONFIDENTIAL

Security Information

CONFIDENTIALSecurity Information

same identifying number especially if the reports are to be used as a source document for purposes of IBM or manual stock and accounting control. It also would seem advisable to allow for reference blocks on the real property report for purposes of indicating allotment codes and contract document numbers.

B. Although the format of the real property report is considered to be self-explanatory, it is believed that detailed instructions for filling out the forms should be made a part of the procedures which should specify how each office should serially number the report and amendments thereto. Also, it is suggested that detailed procedures be provided covering the type, flow, distribution, and processing of documentation, including requisitions, contracts, and other obligating documents, and receiving reports under the various operating conditions.

/S/



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TAS/DVB/FWG:gak (19 February 1953)

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